



## ***Open Recruitment***

# **HUMAN RESOURCES ANALYST I**

**Approx. \$60,519.84- \$73,562.28 Annual Salary**

**Plus 7% District Paid CalPERS Retirement Contribution and  
\$1,199.98 Monthly Allowance to Purchase Health Insurance**

**Open: July 31, 2006**

**Close: August 14, 2006**

The Bay Area Air Quality Management District is a regional government agency governed by a 22-member Board of Directors (elected officials appointed from nine (9) San Francisco Bay Area counties). The District's mission is to achieve clean air to protect the public's health and the environment.

The Bay Area Air Quality Management District is currently recruiting for the position of Human Resources Analyst I in the Human Resources Office. This is a full-time exempt, confidential position. This position reports directly to the Human Resources Officer and performs a variety of professional and analytical human resources work related to management and employee consultation, employee relations, classification and compensation, recruitment and selection, employee benefits, employee training and organizational development, workers' compensation and safety, and equal employment opportunities.

The Human Resources Analyst I is the entry-to-journey level class of this generalist series. Incumbents may progress to the Human Resources Analyst II level without further competition after gaining experience and demonstrating proficiency sufficient to meet the qualifications for the higher level.

### **EXAMPLES OF DUTIES FOR THIS POSITION**

- Develops and recommends outreach, recruitment, and selection strategies and procedures that comport with merit-based principles and fundamental personnel practices; conducts recruitment and selection activities including, but not limited to, consulting with hiring managers to determine recruitment needs and advising them on the recruitment process, developing and preparing recruitment plans, vacancy announcements and examination materials, evaluating candidates, validating test methods, monitoring processes for compliance with all applicable laws, rules, and procedures, evaluating and recommending responses to appeals or protests, and developing recommendations to address any necessary corrective action.
- Administers District's self-insured workers' compensation program; assists in developing strategies to reduce work-related injuries and associated costs; analyzes program effectiveness; prepares required reports to maintain State compliance; performs work station evaluations; reports and monitors work related injuries; provides consultation to managers on options to return employees to work.
- Assists in developing strategies to reduce benefit costs and/or improve processes while maintaining or improving benefit or service levels; analyzes and reviews benefit contracts for renewal, legal compliance, and daily administration; trouble shoots benefit problems relating to contract or policy disputes or compliance issues with employees, vendors, and/or broker.
- Provides information to employees and consultation to management staff on employee relations and other personnel-related matters, including interpretation and application of various District policies and procedures such as the Memorandum of Understanding and Administrative Code.

**(Additional information on reverse-side – Also visit [www.baaqmd.gov](http://www.baaqmd.gov))**

- Participates in the meet and confer process and takes notes; assists in the development of language for management proposals; analyzes labor proposals including costing figures and assists in preparing management response; conveys District's positions in meet and confer meetings as assigned; compiles, compares, analyzes, and summarizes salary and benefits data for contract negotiations.
- Assists in the administration, interpretation and development of personnel and administrative programs, policies and procedures; analyzes impact of new legislation, programs, policies and procedures on the organization, summarizes findings and makes recommendations.

### **MINIMUM QUALIFICATIONS**

Equivalent to graduation from a four year college or university with major coursework in human resources, public or business administration, or a closely related field.

### **HOW TO APPLY**

Interested individuals must submit an official BAAQMD application and a chronological resume to the District's Human Resources Office at 939 Ellis Street, 4<sup>th</sup> Floor, San Francisco, CA, 94109 by: **NO LATER THAN 5:00 PM ON MONDAY, AUGUST 14, 2006.** For an application package, please call the Human Resources Office at (415) 749-4980 or download the application materials from our website: [www.baaqmd.gov](http://www.baaqmd.gov). Postmarks, faxes, and E-mails will not be accepted. Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

### **SELECTION CRITERIA**

Selection will be based upon a competitive examination consisting of an interview, which may include a work product exercise. A qualifying training and experience evaluation based on your application materials (screening panel) and/or a panel interview may be held depending on the number of qualified applications received.

### **SALARY AND BENEFITS (See [www.baaqmd.gov](http://www.baaqmd.gov) for additional information)**

Initial hire is normally set at the entry salary rate.

The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District paid family medical, dental and vision option
- ✓ 100% District paid life insurance (coverage up to 5 times annual salary)
- ✓ 100% District paid retirement (2% at 55 formula) + retiree health benefits
- ✓ Transit subsidy up to \$175.11 per month
- ✓ 12-30 days of annual leave and 12 days of sick leave per year
- ✓ 36 hours of floating holiday per year plus 13 paid holidays
- ✓ 9/80 schedule (Every other Friday off)